

# **APPROVED**

## **Downtown Providence District Management Authority**

### **Board of Directors Meeting Minutes**

**February 20, 2014**

#### **1. Roll Call**

**Chairman Richard Lappin called the meeting to order at 8:30 a.m.**

**Directors present: Joseph DiBattista, Robert Gagliardi, Evan Granoff, Susan Lapidus, Richard Lappin, John MacIver, and John Rupp**

**Ex Officio Members present: Lt. Tim O'Hara, Leo Perrotta**

**Others present: Joelle Kanter, The Providence Foundation Program Manager, Frank LaTorre, Director of Public Space, Alison Izzi, DID Accounting Manager, Frank Zammarelli, Block by Block Operations Manager**

#### **2. City of Providence Update**

**Lt. O'Hara reported that it has been a great beginning to 2014. Larceny from auto is way down, there were no breaking & entering incidents, motor vehicle theft was also way down and there were no**

aggravated assaults since Karma incident on January 26th. The Fountain Street Spa has been called to appear before the Nuisance Task Force, to answer complaints. The City Solicitor will take action if they do not comply.

Lt. O'Hara reported that Club Karma is closed following the January 26th shooting. Providence PD called for an emergency license board hearing. As a result of the hearing, the club's license was revoked. He believes the ruling will be appealed to the DBR for the sole purpose of regaining their license in order to sell the business. Lt. O'Hara met with the manager of the Providence G and addressed concerns and gave tips regarding safety in and around the building. He also met with Robin Dionne, the business manager of the Arcade and all the business owners and gave safety tips and addressed concerns, which were minimal.

### **3. Approval of the minutes from the January 2014 Board Meetings**

Director Bob Gagliardi motioned to approve the minutes from the January board meetings and Director John Rupp seconded the motion and a roll call vote was held as follows:

Director DiBattista Yes

Director Gagliardi Yes

Director Granoff

Director Lapidus

Director Lappin Yes

Yes

**Yes**

**Director Macliver**

**Director Rupp Yes**

**Yes**

**Therefore the motion passed**

#### **4. Financial Report**

**Alison Izzi presented the financial statements for January 2014. Collections for the 1st and 2nd and 3rd quarters of FY 2014 were 97%, 95% and 88%. Expenses for the month are in line with budget expectations. 90-day tax lien letters were sent out February 14th to any account that had a delinquent balance greater than \$500 in the prior year and greater than \$1,000 in the current year with no payments in the current year. Any property meeting these criteria that is not current by May 14th will be subject to tax sale. A new interest bearing money market account was opened at Bank RI. This account is for the exclusive use of the Champlin Grant funds. This account will appear on next month's financial statements with an opening**

**balance of \$37,000. The funds need to be utilized by October 2014. We have engaged the services of grant writer Dyan Vaughn of Non-Profit Consulting Solutions. She has had great success working with the DPPC and will work to find appropriate grants for the DID. There is currently a \$5,000 approved budget appropriation for grant writing.**

**Director John Macliver motioned to accept the January 2014 financial statements. Director John Rupp seconded the motion and a roll call vote was held as follows:**

**Director DiBattista Yes**

**Director Gagliardi Yes**

**Director Granoff**

**Director Lapidus**

**Director Lappin Yes**

**Yes**

**Yes**

**Director Macliver**

**Director Rupp Yes**

**Yes**

**Therefore the motion passed.**

#### **6. Report from the Director of Public Space**

**Frank LaTorre reported that the Gateway project is moving forward. He is currently in discussions with RIDOT and the City regarding the specifics of each of the 5 parcels. The flowers will be ordered next month and an extra ½ time person will be hired to maintain the flowers.**

**He reported that the ADA sidewalk project has been delayed because of federal highway funding problems. It is however still an important project that needs to keep moving forward. The City is planning on putting in \$600,000 toward paving and decorative street lamps.**

#### **VOTE in support of ADA Sidewalk project:**

**Director Bob Gagliardi motioned to send a letter and request a meeting with Director Michael Lewis at RIDOT in support of continuing the ADA Sidewalk Project. Director John MacIver seconded the motion and a roll call vote was held as follows:**

**Director DiBattista Yes**

**Director Gagliardi Yes**

**Director Granoff**

**Director Lapidus**

**Director Lappin Yes**

**Yes**

**Yes**

**Director Macliver**

**Director Rupp Yes**

**Yes**

**Therefore the motion passed**

**Frank LaTorre recommended a 1 year extension to the Block by Block contract. The extension will provide stability and consistency in the upcoming year. He stressed that with the many expansion possibilities that are on the horizon, it is important to have a good working relationship firmly in place and believes this to be in the DID's best interest. Block by Block has agreed to no price increase for the 1 year extension period. The specifics are in a memo from**

**Frank LaTorre which was distributed at the meeting and attached to these minutes.**

**VOTE to extend Block by Block contact for 1 year:**

**Director John Rupp motioned to extend Block by Block contract for 1 year. Director John MacIver seconded the motion and a roll call vote was held as follows:**

**Director DiBattista Yes**

**Director Gagliardi Yes**

**Director Granoff**

**Director Lapidus**

**Director Lappin Yes**

**Yes**

**Yes**

**Director MacIver**

**Director Rupp Yes**

**Yes**

**Therefore the motion passed**

## **7. Marketing Report**

**Joelle reported on her continued work on the comprehensive office attraction campaign. She recently participating in a database training session that allows updates to downtown commercial properties on the statewide economic development website, greaterri.com. Joelle reported on a meeting with NAIL to discuss the stats for the bringyourcompanytolife.com website and related advertising campaign. Fundraising efforts continue for the wayfinding signage project. She presented the project to the Rhode Island Convention Center Authority's board of directors and will follow up with RISD. She reported coordinating with RIDOT to install complementary signed in the I-195 area.**

## **8. Economic Development and Other Matters**

**Dan Baudouin updated the board on the Governor's proposed initiative to develop an intermodal bus hub at the Amtrak Station.**

**VOTE to support the bus hub initiative pending the development and review of the projects specifics:**

**Director Bob Gagliardi motioned to support the initiative. Director John Rupp seconded the motion and a roll call vote was held as follows:**



**Director DiBattista Yes**

**Director Gagliardi Yes**

**Director Granoff**

**Director Lapidus**

**Director Lappin Yes**

**Yes**

**Yes**

**Director Macliver**

**Director Rupp Yes**

**Yes**

**Therefore the motion passed**

## **9. Report from Block by Block**

**Frank Zammarelli reported that there is an opportunity to rent garage space across from the Convention Center. Currently he is working**

with (2) donated spaces at the Convention Center and Courtyard Marriott. Both spaces together are not adequate to safely house the current equipment. This new space could accommodate all existing equipment as well as any future purchases or equipment. A detailed plan will be presented in the future.

## **10. Adjournment**

The meeting was adjourned at 9:46 a.m.

Respectfully submitted,

**Alison Izzi**

**Accounting Manager**

**Downtown Improvement District**